

Check in With CANS

September 23, 2014

Monthly Conference Call with DOE-Child and Adult Nutrition Services

CANS Staff on this call: Sandra Kangas, Cheriee Watterson, Rob Ingalls (NSLP, FFVP), Pam McCown (NSLP), Jane Cronin (NSLP), and Terri Heller (NSLP)

Update from CANS:

The **CANS office will finally be fully staffed!** Cheriee Watterson is the new Assistant Director and Beth Henrichsen will be starting in early October to replace Cheriee on the school lunch team.

SD Policy on Exempt Fundraisers Recordkeeping

The September Bulletin has the guidelines for the recordkeeping – please keep in mind that this will have to be reported at the end of the 14-15 school year to be analyzed on how the rule has affected the fundraising of the school groups. We suggest having a central location to keep records.

iMATCH

As you know we have been having some technical difficulties with the install. We have been sending out the Direct Certification list please use this to find your matches if you have trouble with iMATCH.

A patch to fix the technical difficulties has passed the security scan for BIT today and will soon be up and running. CANS will test the system prior to making the announcement that the system has been corrected to schools.

Validating Case Numbers on a household application

A new Eligibility Manual for School Meals was released this past August and there is new guidance for schools to “validate” Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Food Distribution on Indian Reservations (FDPIR) case numbers listed on a household free and reduced price meal application. See the specific guidance below from page 29 of the [Eligibility Manual for School Meals](#) and a helpful article in September bulletin.

CANS recommends the following steps to validate your applications:

1. Approve application at face value if case number format fits the standard SD format for SNAP, TANF, and FDPIR.
 - a. SNAP and TANF case numbers format is 9 digits long and typically starts with zero's, e.g. 000123456 or 000001234
 - b. FDPIR case number format is a social security number, e.g. 123-45-6789
2. Check iMATCH/PrimeroEdge to confirm SNAP or TANF case numbers if confirmation is not found proceed to #3. FDPIR case numbers must be validated with your local branch of FDPIR.
3. Email DOE.SchoolLunch@state.sd.us to request a SNAP or TANF case number (include student first and last name) look up with the CANS office, if confirmation is not found proceed to #4
4. Check with their local SNAP/TANF/FDPIR office, if confirmation is not found proceed to #5
5. Begin process to deny free meal benefit through Verification for Cause. Follow instructions in Verification for Cause in the Eligibility Manual for School Meals.

Due Dates and Deadlines Reminder

- October Survey due Nov 10th please submit with your October claim.
- Verification due Dec 15th a webinar will be scheduled soon.

Share Tables

We recognize that food waste in school lunch and breakfast is an on-going challenge. In the September Bulletin there is an article about using “share tables” and re-serving food in the National School Lunch and Breakfast Programs. Please review the full bulletin article for more information.

CANS sought guidance from the SD Department of Health on foods that can be shared and foods that are inappropriate for share tables:

- Whole intact fruit and vegetables can be re-used or shared as long as the food item goes through a wash process before being re-used or shared. Whole, intact fruit and vegetables include oranges, apples, pears, bananas, cherry tomatoes, etc.
- Pre-packaged foods, foods that are fully wrapped in cups, bags, cartons, etc. can be re-used or shared as long as the proper temperature is checked and maintained if it is a refrigerated or hot item. This can include milk cartons, crackers, wrapped baked foods, cereal, fruit in a cup, vegetables in bags, etc.
- Fruit and vegetables that are processed in some manner cannot be re-used or shared, since they are considered potentially hazardous foods. Processing includes cutting up into pieces, cooked, peeled, from a can, etc.
- Any food that is processed and cooked, like spaghetti with meat sauce or corn dogs, cannot be shared on a share table. These foods are considered potentially hazardous foods.

The idea is to reduced waste. A common complaint for waste is that students need to take certain items to meet the component requirements for reimbursable meal. Sometimes students do not have time to eat or sometimes the student is not hungry enough to eat the food at lunch. So, the food can be put in a pocket or back pack and eaten later in the day or taken home.

iCAN: Have you seen the update in the September bulletin? The time is finally here to go computerized with agreements! Many of you already know iCAN from ordering USDA Foods, soon you will get really familiar with it doing your annual agreement and claiming.

We will notify you when it is your turn to put your agreement online. Some of the data in the annual agreement with CANS will be input by you and some will roll over from the previous agreement cycle. There are some files/attachments that you will upload into iCAN. December claims (due in January) will be using the iCAN system. Most schools will continue to do district wide claims, however, a few CEP school districts/agencies will do claims by site.

We are still in the testing process. We will be easing into this process with selected groups of schools that will be notified by email. When it is your time to input your agreement please let us know if you find any issues! This has been a 10 year process, when you see the final product remember this has been years in the making.

Edit Check Reminder: As we discuss computer programs, we are reminded to run edit checks. We found some schools that use computer programs to determine student eligibility, please make sure to check your computer system to make sure the system is making the correct eligibility determination. CANS also strongly suggests that you make sure to check your daily meal count software system for a few days to verify (manually) that you are getting the same counts. Some schools keep a hand tally or count trays to make sure

daily meal counts in the computer system match what is really happening in the cafeteria. Just remember, these manual counts cannot be used to claim meals for reimbursement.

QUESTIONS AND ANSWERS

Q: Can foods on a **share table** be taken out of the cafeteria to the classroom or home?

A: Yes, There is no school lunch program requirement that food be eaten in the cafeteria. One caution your school may have a policy against food in classrooms or lockers, or being removed from the cafeteria. If so you will have to visit on a local level if you want to revise or adjust that local policy. We suggest that Administration and Custodial Staff should be in on this meeting to set a policy that makes sense to your school.

One share table observation from CANS: a school offers both sliced apples and whole apples for lunch with the encouragement for students to take the whole apple for later or to eat at home.

Q: Are USDA Foods (commodities) restricted/cannot be used at the **share tables**?

A: No, USDA Foods can be shared at the share table as long as they are being served as part of the reimbursable meal.

Q: Community Eligibility Provision (CEP): If a student currently at a CEP eligible school transfers to a non-CEP school do they get the 30 day carry-over of free meal benefits?

A: No, under CEP, individual students do not have an individual eligibility status. However,

- if a student transfers from a CEP to a non-CEP school **within the same LEA**, and the student is not otherwise eligible for free meals (e.g., SNAP direct certification, homeless, migrant), the new school must process a household income application within 10 days and provide free meals to the student until an eligibility determination is made.
- If the student transfers to a non-CEP school in **a different LEA**, the new school must process a household application within 10 days and FNS encourages the new school to provide free meals to the student until an eligibility determination is made.
- See FNS memo [SP21-2014](#) July 25, 2014, Community Eligibility Provision: Guidance and Q&As - Revised Pg 9 question 37 for more information.

Q: Validation of case numbers recorded on a household free and reduced application: What kind of documentation does CANS need to see?

A: Follow the same instructions for direct certification of students in the Eligibility Manual for School Meals, August 2014 on page 67.

REQUIRED DOCUMENTATION

Documentation to establish children's eligibility for free meals under direct certification for Assistance Programs (SNAP, TANF, FDPIR), and to substantiate claims for reimbursement, must include:

- Names of children or any household member currently certified to receive benefits from Assistance Programs;
- A statement certifying that each child is a member of a household where someone receives
- Assistance Program benefits (SNAP, TANF, FDPIR);
- At least one piece of identifying information matching each child with a child attending a particular school. Examples of identifiers include:
 - Children's birth dates
 - Addresses

- Parents' names
- Child's social security number, if available
- Last 4 digits of the social security number of the person signing an application, if available
- Gender
- Other identifiers
- Date; and
- Signature or name of an official of the Assistance Program

Once you complete all of these steps for validation, you have enough information to grant direct certification benefits to the household members, so you should move them into the directly certified category.

Q: Verification Report: Will CANS send a letter or email that will tell SFA's how and when to complete the process?

A: There will be an article in the Nutrition bulletin, a post card reminder mailed, and an email reminder sent when the report is due. CANS will host two live webinars on Verification and the PowerPoint slides will be posted on the CANS NSLP website. One webinar will walk through the process of verification and the other webinar will show you how to complete Verification form 742.

No date currently set for the webinars please check the October Bulletin. We will send emails sent to all Authorized Representatives and Claim Representatives with reminders.

Q: Smart Snack recordkeeping what kinds of receipts need to be kept?

A: Receipts or invoices for foods being sold to students to verify what is being sold in the vending machines/snack lines.

Q: Smart Snack: Can the vending machines be in lunch areas and turned on?

A: If the vending machine is Smart Snack compliant yes they can be on. However, if they are physically located in cafeteria and turned on during meal service times (breakfast or lunch) the funds must go to the food service. If funds are not going to the food service account the machine must be shut off during meal service times or the machine must be moved to another location that is not in or adjacent to the meal service area.

If the smart snack compliant vending machines are not located in the cafeteria they can be on during meal service and the funds do not need to accrue to the food service account.

If the vending machine is not smart snack compliant it cannot be turned on during the school day (midnight to 30 minutes after the school day ends).

Q: If there is a Directly Certified student in a household can you add (extend) additional students as free?

A: Current household members can receive benefits by extending eligibility to other family members in the same household.

Q: If the school or someone in the school is selling non-compliant snacks only to adults can this happen?

A: Smart Snacks apply to all foods sold in school to students – if students have access to the room no non-compliant snack can be sold. If student do not have access smart snacks rule doesn't apply.

Check in With CANS Monthly Conference Calls: What time of Day and Day of week would work best for your school? One school from west river school and one school from east river school said to keep it at 2:30 PM CT. What do you think? Send an email to DOE.SchoolLunch@state.sd.us.

If you have topics that you would like to have as part of the Check in With CANS or the monthly Nutrition Bulletin please send email to DOE.SchoolLunch@state.sd.us.